Narrative Statement Supplemental Form
Computer Management Assistant, FSN-08(T)

Name:
Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

Qualification requirements	*My qualifications and how they meet the vacancy announcement requirements.*
Education:	
A university degree in computer science, information systems management, or equivalent required.	
Experience:	
Minimum four years of progressively responsible experience in system administration and computer operation support is required.	
Language Proficiency:	
Level 3 (good working knowledge) in written and spoken English is required, must have knowledge of technical English related to computers. Level 4 (fluency) in written spoken Russian and /or Tajik is required.	
Skills and Abilities:	
Ability to operate and troubleshoot IBM compatible PCs (including various servers). Ability to disassemble computers into and from component parts; ability to diagnose both hardware and software problems and recommend viable solutions; ability to manage Local Areas Networks (LANs) with varying degrees of complexity.	
Knowledge:	

Advanced knowledge of microcomputer hardware and software, including standard utility programs. Thorough working knowledge of system administration and management procedures as well as systems maintenance procedures. Well versed in various Microsoft programs such as Excel, Exchange, Word and Access.